

## COVID – 19 Child Protection and Safeguarding Policy Addendum April 2020

### Local advice – Portsmouth Safeguarding Children Partnership (PSCP)

Portsmouth MASH (Multi-agency Safeguarding Hub) team is 'open as usual'. Any concerns regarding a child should still be reported by designated staff here: <https://www.portsmouthscp.org.uk/worried-about-a-child-suffering-from-harm/>

In school referrals will be made by the Designated Safeguarding Officer (DSL) or Pastoral Manager (PM).

If required the DSL or Headteacher can still contact the Portsmouth Local Authority Designated Officer (LADO): Hayley Cowmeadow on 02392 882500 or email: [LADO@secure.portsmouthcc.gov.uk](mailto:LADO@secure.portsmouthcc.gov.uk)

### Students described as 'vulnerable' (EHCP students, children looked after by the local authority, those with social workers)

During this period of closure the most vulnerable children will continue to need careful attention and monitoring. To support this process Heads of Achievement, supported by the Pastoral Managers are required to make at least weekly contact with all 'vulnerable' students not attending school (including those defined in the document link below). A shared google document is used to capture records of these communications. Pastoral teams should also keep in regular contact with any social workers who may be working with children within their year group. Some students with EHCP's will continue to receive specialist support within our on-site provision (having been risk assessed against the criteria laid out in the linked document below).

For children looked after by Portsmouth Local Authority Heads of Achievement, Pastoral Managers and link designated staff should continue to liaise and work closely with social workers and virtual school staff where possible (including providing guidance to support on-going learning).

Staff must also recognise that other children may present as 'vulnerable' at this time even though they do not fit into the DfE published lists. For children who present with safeguarding related concerns the referral routes described below should be followed.

Further DfE guidance on vulnerable children can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>



If staff/volunteers have concerns about a child whilst the school is temporarily closed we must recognise that concerns will continue to arise and the principle of 'it could happen' must be maintained by all staff. Staff are asked to refresh/remind themselves of the contents of the September 2019 iteration of Keeping Children Safe in Education including part 1 and part 5 (peer on peer abuse) which can be found [here](#). For those children on-site, the normal routines and policy guidance will apply and staff should remain vigilant at all times. For the majority of children not attending school during this period of closure it is likely that staff may become aware of safeguarding concerns in alternative ways including (not exhaustive): email disclosure (or content causing concern), messages from parents, messages from other students/friends, lack of any contact/work, messages from other agencies and information/concerns raised during routine 'check-up' calls.

It remains of utmost importance that all safeguarding concerns are still shared promptly with relevant staff. Any concerns should be referred to the DSL (Jon Wilburn) on 07740 252058 and/or: [jonathan.wilburn@springfield.uk.net](mailto:jonathan.wilburn@springfield.uk.net) and also Jo Holbrook at: [jholbrook@springfield-sec.portsmouth.sch.uk](mailto:jholbrook@springfield-sec.portsmouth.sch.uk)

If unavailable, Sara Spivey can also be used as a referral contact at: [sara.spivey@springfield.uk.net](mailto:sara.spivey@springfield.uk.net)

If the report is urgent staff should also immediately contact the 'duty' members of SLT on site (Mon-Fri). In the case of an emergency and in the absence of a school SLT contact staff should use 999 and/or the MASH referral contact above.

### **Concerns about other members of staff**

If any staff have safeguarding concerns about another member of staff during this period they should refer this immediately to the DSL, Jon Wilburn or to the Headteacher. If they are unable to contact either they should consult another member of the Senior Leadership Team.

### **Online safety**

All staff have a responsibility to teach and practise online safety and during this period of closure this is more important than ever. Staff will be using different online platforms and communicating with students via software like google classroom. Staff must adhere to the conduct guidance set out in the safeguarding and child protection policy appendices. The DSL will remind students and parents of how they can stay safe online and ensure that the school website has relevant and up to date information, guidance and links to reliable resources. Individual concerns about students' safety online should be reported using the routes described above. Further information about being safe online can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/811796/Teaching\\_online\\_safety\\_in\\_school.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811796/Teaching_online_safety_in_school.pdf)

This online safety guidance should be observed with reference to the Springfield e-learning policy found here:

[https://springfield.uk.net/images/files/policies/E-Safety\\_Policy\\_2019-2020.pdf](https://springfield.uk.net/images/files/policies/E-Safety_Policy_2019-2020.pdf)

Further updated online safety links and safeguarding guidance for parents can be found here:

[https://springfield.uk.net/images/files/misc/Safeguarding\\_During\\_Temporary\\_School\\_Closure.pdf](https://springfield.uk.net/images/files/misc/Safeguarding_During_Temporary_School_Closure.pdf)



## Attendance

There is no requirement to formally record attendance on SIMS during this time. SIMS attendance records for all students will be coded '#' in accordance with Government guidance.

For those children attending school (on-site provision), accurate records of attendance are kept for each day school is open and shared using the process below:

- Paper registers taken during assembly at 8.45am each day by attendance duty staff and subsequently every lesson by teaching staff
- Completion of an internal google based attendance tracker (including staff and identified student groups) by the duty attendance staff
- Completion of the DfE daily attendance totals taken directly from the 'live' google attendance sheet (uploaded daily by Nathan Waites or duty SLT in his absence)
- Daily attendance totals shared with Portsmouth Local Authority using the secure SSE area or via the contact email at: [schoolattendanceteam@secure.portsmouthcc.gov.uk](mailto:schoolattendanceteam@secure.portsmouthcc.gov.uk) (uploaded by duty attendance staff)
- For all vulnerable students (who have an allocated Social Worker), Pastoral Managers will make weekly contact with the child's named Social Worker (in addition to contacting Parents/Carers). They will share attendance data and discuss the welfare of the child
- Attendance/contact data for vulnerable children is captured on the daily attendance and vulnerable student trackers

This addendum must be read in conjunction with the school's safeguarding and child protection policy and the updated Keeping Children Safe in Education guidance.